



DEPARTMENT OF LABOR
JOB OPPORTUNITY
SOCIAL SERVICES TRAINEE (SH 14)/CONNECTICUT CAREERS TRAINEE (SH 15)
LABOR DEPARTMENT VETERANS EMPLOYMENT OUTREACH WORKER
OFFICE FOR VETERANS WORKFORCE DEVELOPMENT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Qualified Veterans - Pursuant to Title 38 U.S.C. first preference for hiring will be a qualified disabled veteran.

Location: Hartford Veterans Unit (Hartford CT Works – 3580 Main Street)
Forty (40) hours per week, 8:00 a.m. to 4:30 p.m.

Job Posting No: 637 – Connecticut Careers Trainee
638 – Social Services Trainee

Salary: Social Services Trainee \$39,819, Connecticut Careers Trainee \$ 41,728

Closing Date: April 11, 2014

Social Services Trainee Eligibility Requirement: Two (2) years' experience providing social services to individuals or families in need or performing basic technical or complex clerical duties, which would lead to the acquisition of the knowledge, skills and abilities of services provided by public sector social services agencies. College training may be substituted on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience up to the entire two years of the general requirement.

Connecticut Careers Trainee Eligibility Requirement: Possession of a Bachelor's or Master's degree from an accredited institution.

Preferred Skill: Applicants with additional years of experience will be given preference.

Knowledge, Skills and Abilities: Basic knowledge of services provided by public sector social services agencies; interpersonal skills; oral and written communication skills; ability to follow oral and written instructions; mathematical ability.

Duties: Social Services Trainee candidates will receive a two-year on-the job training and Connecticut Careers Trainee candidates will receive a one-year on-the job training in the following duties after which they will be expected to perform these duties independently: Provides specialized services to veterans and other eligible persons; develops jobs and job training opportunities through contact with employers especially small and medium size private sector employers; develops apprenticeship and other on-the-job training positions for veterans through consultation with United States Department of Veterans Affairs; performs outreach activities to locate veterans through local veterans organizations, regional workforce boards and community based organizations; provides instruction and guidance to groups and organizations receiving federal funds for providing employment and training opportunities to veterans; provides appropriate instruction to Department of Labor staff regarding responsibility to veterans; consults and coordinates with other appropriate representatives of federal, state and local programs for purpose of developing linkages to promote employment opportunities to veterans; develops programs in cooperation with appropriate Department of Veteran Affairs personnel, educational institutions and employers to ensure maximum assistance to disabled veterans who have completed or are participating in a vocational rehabilitation program; refers veterans to training, supportive services and educational programs as appropriate; secures and maintains current information regarding available employment and training opportunities using information technology; identifies and assists veterans with barriers to employment such as job retention or readjustment problems utilizing case management techniques; assists in identifying and acquiring prosthetic and sensory aids and devices needed to enhance the employment opportunities and/or employability of veterans and other eligible persons; provides information on programs, procedures, policies, laws and regulations as appropriate, other related duties as required.

Length of Training Period: Social Services Trainees must successfully complete two years in order to be eligible for promotion to Labor Department Veterans Employment Outreach Worker (SH 17). Connecticut Careers Trainees must successfully complete one year in order to be eligible for promotion to Labor Department Veterans Employment Outreach Worker (SH 17). Incumbents in this class may be out-stationed a portion of their time.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. Interested candidates must complete an application package as noted below. Please include a copy of your DD-214 (Member 4) along with supporting documentation if you are a disabled veteran. If any or all these materials are not available at the time that you submit your application package you may still be considered for an interview, however, you cannot be considered for appointment until we have received all of the necessary documentation.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a State of Connecticut Application for Examination or Employment (CT-HR-12) and the Connecticut Department of Labor Pre-Authorization and Release form (immediately follows this job announcement) which includes a statement regarding the Guide to the Code of Ethics for Public Officials and State Employees (along with any supporting documentation). Current state employees are required to submit their last two service ratings. The CT-HR_12 can be downloaded from the DAS website at <http://www.das.state.ct.us/cr1.aspx?page=13>. Applications not received or postmarked by the above closing date will not be considered. Application materials will not be considered without these documents. Submit via mail to:

Department of Labor
Human Resources Office
200 Folly Brook Boulevard
Wethersfield, CT 06109
FAX (860) 263-6699

Please note: If you are choosing to fax your application, it is not necessary to also send an original copy. Due to the large number of expected applicants we cannot confirm receipt of application materials.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

CONNECTICUT DEPARTMENT OF LABOR

Pre-Employment Screening – Authorization and Release

Completion of this form is voluntary; however, if consent to obtain this information is not given, it may have an adverse effect on your employment opportunities with the Connecticut State Department of Labor.

Applicant’s Name (Last, First, Middle): _____

Mailing Address: _____

Home Phone Number: () _____

I, the undersigned, recognize and understand that this constitutes my consent and authorization to disclose or furnish any relevant and necessary information or records to the Department of Labor concerning my character, employment, or military service as may be necessary for a determination of my suitability for employment with the Connecticut State Department of Labor.

This authorization is executed with the full knowledge and understanding that the Labor Department will take measures to protect the aforementioned information against unauthorized disclosure to any parties not having a legitimate need for it in the discharge of the official business of the Department.

I hereby RELEASE any respondent from any and all liability for damages resulting from a decision by the Department not to employ me on account of compliance, or any attempts at compliance with this authorization, except for any damages resulting from knowingly providing false or misleading information or records about me.

A copy of this authorization shall be as effective and valid as the original. This authorization shall be valid for twelve (12) months from the date of my signature.

_____	_____
Date Signed	Signature of Applicant

As a candidate being considered for employment at the Department of Labor, I have reviewed a copy of the Guide to the Code of Ethics for Public Officials and State Employees.

_____	_____
Date Signed	Signature

A copy of the Guide to the Code of Ethics for Public Officials and State Employees may be obtained at the following link:

http://www.ct.gov/ethics/lib/ethics/guides/public_officials_guide_10.pdf